

CONTRACT LANGUAGE REVISIONS

CONTRACT AMENDMENT
to the
WISCONSIN WORKS (W-2) and RELATED PROGRAMS CONTRACT
for the period
January 1, 2006 through December 31, 2009
by and between
the Wisconsin Department of Workforce Development
and
+AGENCY+

The Wisconsin Works (W-2) and Related Programs Contract and Amendments to the Contract are amended to revise contract language in the following sections. Contract section 7.2 is amended to clarify that the twenty percent (20%) calculation for Incentive Earnings is done on the initial Contract Allocation (Appendix A to the Contract), not on subsequent adjustments (if any) to services and/or service-related administration funding. Contract section 26.4 is amended to add a final due date for Expenditure Reports, to provide the Department with the information it needs to create timely up-to-date financial reports. Contract section 26.7 is amended to clarify that it is the final report, not the report of expenditures for the last month in the contract period, that is due ninety (90) days after the end of the two-year funding period. Contract section 55 is amended to remove the requirement, for 'for-profit' W-2 Contract agencies, to obtain federal approval of indirect cost rates. The Program Guarantee for the administration of Emergency Assistance is amended to remove 'W-2' in front of the word 'families' because eligibility is not restricted to W-2 families. Two Appendix A charts are issued.

The amendments sections are as follows:

1. Contract section 7.2 is amended to read as follows:

7.2 Incentive Earnings

The incentive earnings are reserved for large W-2 Contract Agencies whose Community Service Jobs (CSJ) caseload reaches fifty (50) or more for the most recent three (3) consecutive months for which data is available prior to the start of the Contract Period and each calendar year thereafter during the Contract Period.

In an Incentive Based Contract, twenty percent (20%) of the *initial Contract Allocations (Appendix A to the Contract)* for services and service-related administration funding must be earned through achieving specific program placement outcomes.

The program placement outcomes that will be measured for Incentive Earnings are as follows:

Job Entry Rate Equal to or Less than Ninety (90) days;

Job Entry Rate More than Ninety (90) days;

Employment Retention and Stabilization; and

Approval and Receipt of SSI or SSDI.

The detailed Incentive Earnings outcomes are listed in Appendix C, Incentive Earnings for the 2006-2009 W-2 and Related Programs Contract, which is incorporated by reference into this Contract.

2. Contract section 26.4, Expenditure Report is amended to read as follows:

26.4 Expenditure Report

26.4.1 Initial Due Date

The W-2 Contract Agency's Expenditure Report for January 2006 must be filed on or before 4:30 pm Central Time (CT) February 25, 2006. The Department will issue payment through Direct Deposit to the Agency's designated Bank Account by March 5, 2006.

26.4.2 Timely Reimbursement

Thereafter, in order to receive reimbursement by the fifth day of the month following submission of an Expenditure Report, the W-2 Contract Agency's expenses must be filed on or before 4:30 pm CT on the 25th day of the month following the month for which reimbursement is claimed. The expenditure reports, received through the 25th day of the month, will be processed and paid by the fifth day of the month following submission, subject to reduction, recovery, and reimbursement as provided in the Contract. If either the 5th or the 25th calendar day of the month falls on a non-business date, as determined by the State business calendar, the report or the payment will be due on the next business day.

26.4.3 Incomplete Reporting

The Department will not pay Expenditure Reports that are incomplete. Expenditure Reports that do not contain all required information, including informational and *estimated unreported amounts*, will be returned to the W-2 Contract Agency to be completed and resubmitted.

The Department will not pay County W-2 Contract Agencies that have not submitted Shared Costs and Employee Counts reports.

Expenditure Reports filed after the 25th day of the month and/or resubmitted claims *may* not be paid until the next regular payment date.

26.4.4 Final Due Date

In order for the Department to prepare up-to-date financial reports, all Expenditure Reports are due no later than the last day of the month following the month for which reimbursement is claimed. If the last day of the month falls on a non-business date, as determined by the State business calendar, the Expenditure Report will be due on the next business day. *W-2 Contract Agencies that do not submit Expenditure Reports by the final due date may be subject to a penalty.*

3. Contract section 26.7 has been given a new caption and is amended to read as follows:

26.7 Final Expense Reporting

The Department will not reimburse expenses incurred within each two-year funding period, but reported more than ninety (90) calendar days after the end of each two-year funding period of the Contract Period, unless an extension to the reporting due date has been granted by the Department. The 2006-07 Allocations are not available for expenses incurred after December 31, 2007. *The W-2 Contract Agency's Expense Report for the last month of the Contract Period remains due in accordance with the terms in Contract section 26.4.*

4. Contract section 55 is amended to read as follows:

55. Office of Management and Budget (OMB) Circulars

The W-2 Contract Agency must comply with all requirements under the applicable OMB Circulars. In

addition, this Contract extends the application of OMB Circulars A-110, A-122 and A-133 to for-profit entities for the costs claimed under the W-2 program, with the following exception. The requirement in A-122 for federal approval of indirect cost rates, does not apply to for-profit W-2 Contract agencies.

5. Guarantee number 19, found in the Request for Proposal, Form #11, W-2 Program Guarantees, and in RFS Re-Contracting Instructions Part Two, W-2 and Related Programs Plan, Section Two, Response Item 2.10, is amended to read as follows:

19. Establish and manage uniform process and procedures for providing **Emergency Assistance** (EA) grants to eligible families, including promptly determining eligibility for assistance and entering and tracking EA grant approval and denial information in the DWD Emergency Assistance Tracking System (EATS) and CORE. (Wis. Stats. 49.138; W-2 Manual, Chapter 17)

(Note this guarantee applies to BOS, CMA and SSI Advocacy Agency but it does not apply to a JDPA.)

6. Appendix A, 2006-07 W-2 Base Allocations Subject to Incentive Earnings by W-2 Contract Agency, is replaced with the attached chart. Appendix A, W-2 Contract Agency's Financial Allocations chart is issued.

7. Other Terms and Conditions

All other terms of the Contract continue except as amended in this Amendment.

IN WITNESS THEREOF, the Department and the W-2 Contract Agency have executed this Amendment on the dates set forth below.

Bill Clingan, Division Administrator
Division of Workforce Solutions
Department of Workforce Development

Signature

Name Printed
W-2 Agency Authorized Representative

Date

Date